

*Personnel***SECRET**

DD/S 71-2293

9 JUN 1971

MEMORANDUM FOR: Chief, Administrative Staff/O/Commo

SUBJECT : Support Officer - []

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REFERENCE : []

1. The contents of reference has been discussed with members of the Staff Operations Panel who fully understand the interest Mr. Bush has in maintaining a Finance Officer in the field. They also realize the staffing requirements for the Support Career Service and need to develop Support generalist when and wherever possible. As you know, a qualified candidate with general Support background has been approved by Mr. Coffey for the position in question (GS-II Admin Officer, [])

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2. The general contents of Mr. Bush's dispatch was discussed at a recent noon meeting, and I reported that the [] had further indicated in a note to you that "Skill part of the position will definitely be finance but major manhour consumer will be in Admin/Personnel." I further indicated that a three-week training course in Class B Accounting was on schedule for this officer. Mr. [], the senior [] Admin Officer, as you will recall, has a strong Budget/Finance background and should there be any problems I'm sure he will be able to assist his assistant in handling them. Furthermore, with all Commo personnel

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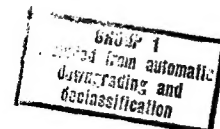
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[] a good portion of Finance activities will be handled by the

[]

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4. Even though the Support Career Service was not the Action Office on reference, I did want to express the position of the Support Career Service on the selection of a Support Officer for the Admin position in question by Mr. Bush.

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Career Management Officer
Deputy Director for Support

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